

Add Questions: Step 3 in the Quiz Creation Process

Once you have assembled questions in Moodle and created a quiz shell, you're ready for the final step: adding questions to your quiz.

1. [Create a test bank](#).
2. [Create a quiz shell](#) and set options for how and when the quiz is deployed.
3. Edit the quiz canvas to add questions from your categories to the quiz shell.

Once the quiz settings are complete, you're ready to add questions to the quiz canvas.

1. Open the quiz link, if necessary, then click on the **Questions** link or **Add question**.

2. On the **Questions** page, click on **Add** to display your options for adding questions.
 - To add a **NEW QUESTION** to the quiz, click on **+ a new question**, then follow [these instructions for creating a question from scratch](#). (Note: We recommend [creating questions in categories](#) rather than creating them directly in your quiz for greater flexibility.)

- To add **SPECIFIC QUESTIONS** to the quiz—*recommended for midterms and final exams*—click on **+ from question bank** and select the desired **category** from the pull-down menu at the top of the dialogue box.

Quiz Creation: Step 3 — Edit Quiz Canvas

Questions from the selected category will be displayed on your screen. Use the **check box** at the top of the column to select all the questions or select individual questions. (To preview a question, click on the **magnifying glass** icon on its right.) When you have chosen all the questions you wish to add, click on **Add selected questions to the quiz** to return to the quiz canvas.

- To add a **RANDOM BLOCK** of questions to the quiz—*recommended for reading quizzes and routine tests with multiple attempts*—click on **+ a random question** and select the desired **category** from the pull-down menu at the top of the dialogue box.

Use the pull-down menu to choose the **number of random questions** to add. (Don't choose more questions than you have in the category!)

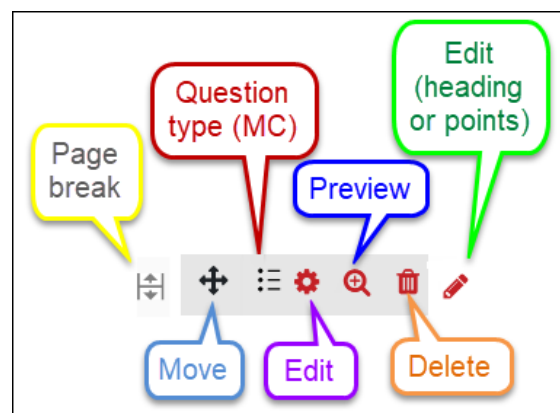
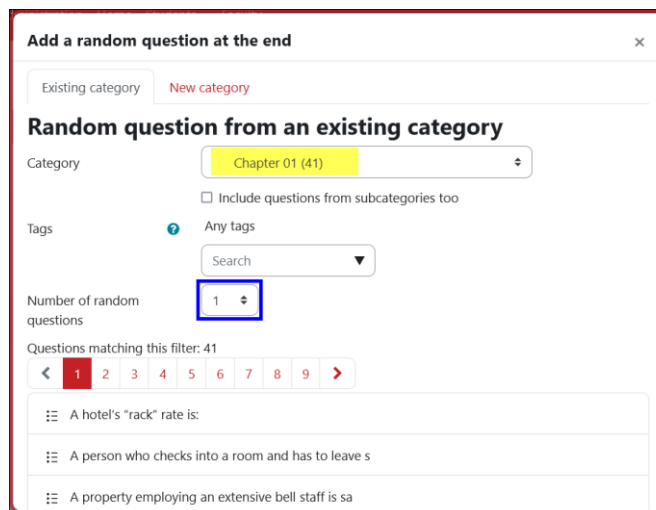
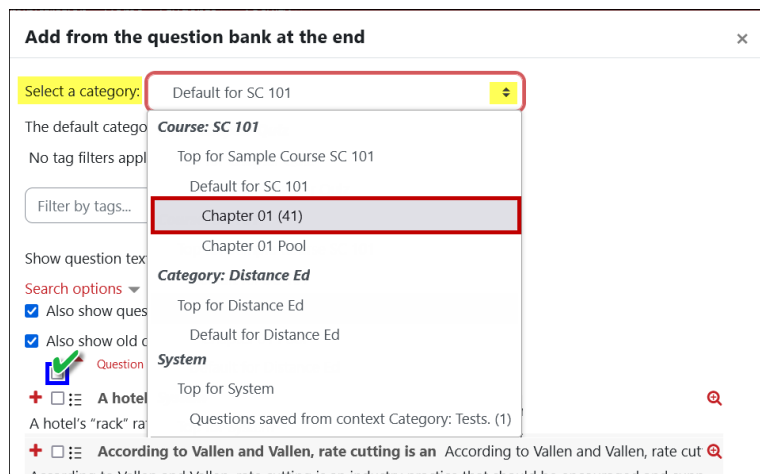
Scroll down and click on the **Add random question** button in the lower right corner to add questions to the quiz canvas.

- Once you have selected questions, you'll be returned to the quiz canvas as shown on the following page—specific questions in the image on the left, random questions on the right—where you can:

- review the **total number of points** possible and **adjust the maximum grade** (quizzes default to 100 points) and **Save**,
- add** new questions or select another question bank to pull in more questions,
- drag and drop** questions to reposition them,
- delete** a single question,
- click on an **insert page break icon** to move questions to a new page, and
- revise the points possible** for any item.

For Specific Questions

- The latest version of a question is selected by default. Choose a different version if desired.
- Select the **Shuffle** option to present questions in a different order for each student if you wish.
- You can also **edit** an individual question or **preview** it. (You can edit a question at any time, even after students have taken a quiz.)



Quiz Creation: Step 3 — Edit Quiz Canvas

Questions
Questions: 10 | This quiz is open
Maximum grade: 100.00 Save
Total of points: 10.00
Repaginate Select multiple items
Shuffle

Page 1
1 A property employing an extens... Always latest 1.00
2 At properties operated under Q... Always latest 1.00
3 By law, room rates cannot be rai... Always latest 1.00
4 Comparing an "Ideal Room Rate... Always latest 1.00
5 Guest registration cards usually i... Always latest 1.00

Page 2
6 Additional fees for double occup... Always latest 1.00
7 Guests who pay cash present spe... Always latest 1.00
8 High employee turnover rates d... Always latest 1.00

Questions
Questions: 10 | This quiz is open
Maximum grade: 100.00 Save
Total of points: 10.00
Repaginate Select multiple items
Shuffle

Page 1
1 Random (Chapter 01) (See questions) 1.00
2 Random (Chapter 01) (See questions) 1.00
3 Random (Chapter 01) (See questions) 1.00
4 Random (Chapter 01) (See questions) 1.00
5 Random (Chapter 01) (See questions) 1.00

Page 2
6 Random (Chapter 01) (See questions) 1.00
7 Random (Chapter 01) (See questions) 1.00
8 Random (Chapter 01) (See questions) 1.00

Adjust Maximum Grade

Regardless of the number of points assigned to each question, Moodle will automatically scale the value of each question up or down based on the **Maximum grade** setting. In these examples, the face value of the questions is 10, while the quiz itself is set for 100 points. Change the **Maximum grade** and click on **Save** to adjust the maximum possible. To manually adjust the point value for an individual question, click on the pencil in the box next to the question, type in the new value, and click on **[Enter]**.

Delete Questions

If you need to remove questions from a quiz, click on the **Select multiple items** button. Next, select the specific questions you want to delete or click on the **Select all** button, then click on the **Delete selected** button.

Preview Quiz & Verify Settings

Click on the **Quiz** link at the top of the page. Click on the **Preview quiz** button to see how your test will look to students.

Question 1
Not yet answered
Points out of 1.00
Flag question
Edit question

Use the **Edit question** link to update a question. If you shuffle your questions or use random blocks, preview it multiple times to see how it changes.

Verify or change the quiz settings (e.g., time limit,

open and close dates, etc.) by clicking on the **Settings** link. Click on **Questions** to make changes to the quiz content or layout.

Repaginate Select multiple items
Total of points: 10.00
Delete selected Cancel
Select all
Page 1
1 Random (Chapter 01) (See questions) 1.00
2 Random (Chapter 01) (See questions) 1.00
3 Random (Chapter 01) (See questions) 1.00
4 Random (Chapter 01) (See questions) 1.00
5 Random (Chapter 01) (See questions) 1.00
Page 2
6 Random (Chapter 01) (See questions) 1.00
7 Random (Chapter 01) (See questions) 1.00